Chapter 2 Procedures

Function
Overview

The purpose of this section is to define the procedures for processing order changes. Order changes may be issued to administratively correct the order, delete lines from the order, add lines to the order, adjust the accounting information or any combination of these.

An order must have been printed and active before a change can be issued.

To issue an order change:

- Create an order change record via OCHG

- Add order change text as needed via OCTX

- If needed, create order change lines to add or delete lines from the order via OCLN. If the line existed on the original order, only the quantity, unit price and shipping location can be changed.

- If needed, create order change accounting lines to increase or decrease accounting information via OCAC. If OCAC build is set to 'Y', the system will build the OCAC(s).

- Set the order change status code on OCHG to encumber the change.

- Set the order change status code on OCHG to print a final change.

- Receive the printed change, sign and distribute.

To add order change text, using the OCTX transaction follow the instructions as stated in this chapter.

To add order change lines (whether or not the line existed on the original order), the user will use the OCLN transaction. After a successful add, change the status code to 405.

Commodity descriptive text may be modified using the OCMD transaction and the instructions as stated in this chapter.

To add accounting information, the user will use the OCAC transaction, unless OCAC build is set to 'Y'.

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may have been manually added to the PAPV table by the user. Before the order change can be processed to the next step, all approval records in the PAPV Table must be approved or canceled. See Section 13, Electronic Approvals Processing for a detailed description of the approval process.

Order changes may be issued to cancel an order in its entirety by simply adding the order change order header (OCHG) record with a change type of CNX and then changing the header status above 405. All required records (i.e., OCAC) for processing the change will be automatically created on status code change. This process cannot be used for an order with receipt, invoice, or payment activity.

Order changes may be issued to cancel identified order lines by adding the order change order header (OCHG) with a change type of CNL, adding the order change line record (OCLN), and then changing the order change header status greater than 405. All required records (i.e., OCAC) for processing the change will be automatically created on status code change. This process cannot be used for an order with receipt, invoice, or payment activity.

If an order has had receipt, invoice, and payment activity, and a balance of funds remains in accounting to be liquidated, an order change type LIQ may be done on the Order Liquidation Table (OPLQ) by adding the order change order header OPLQ (OCHG) record and then changing the header status above 405. All required OCAC records for processing the change will be automatically created on status code change. To issue an LIQ on OPLQ:

- There must have been a partial payment made. If no payments have been made against the order, OPLQ can not be used. Any receipts or invoices must be reverse posted and cancelled and OCHG used.

- Order must be active (status not = 450, 490, 496, 498, or 499, or less than 441).

- There must be a balance in AGPS to liquidate (amount processed on OAMT < line amount).

- There can be no open receipts (OREC status < 641). Must process the receipts for payment, or reverse post, and cancel the OREC.

- There can be no open invoices (OINV status < 641). Must process the invoice for payment, or reverse post, and cancel OINV.

- There can be no open payments (OPAY status < 636). Must process the payment, or cancel the payment, reverse post and cancel the OINV and OREC records.

- The quantity received on OQTY can't be greater than the quantity invoiced on OQTY.

- Can not use OPLQ for LDO or DCI document types.

- OPLQ does not print.

Order changes may be issued to substitute one accounting distribution for another. This is accomplished with add an order change order header (OCHG) record with change type of SUB. The user would then add the substitute accounting line with the "subbed for"

accounting line identified. When the SUB change is processed, all appropriate records in AGPS are updated and a transaction processed to accounting.

To print the order change, set the appropriate status code on the OCHG transaction.

Following are the details of the procedures to enter order changes, obtain funds, obtain approvals, and print final changes.

1 ADD/CHANGE ORDER CHANGE RECORDS

1.1 Add Order Change Table

Overview   The AGPS user is provided the capability to add order change header records in AGPS for identifying the order to be changed, type of change and amount. This is accomplished by use of the OCHG screen.

Inputs   ●   Required order number

                        ●   Required change number

                        ●   Required order change type

                        ●   Required OCTX Text

Outputs   ●   Updated OCHG Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine the order to be changed, purpose and type of change and the order change number to be processed.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table with a status code of 441 or greater and less than 496.

INST 4: BTAB   **Change Type Code** must be a valid entry in BTAB Table DC (Document Type - Change).

INST 4: BAAT   User must have access and maintenance authority for referenced order record's purchasing agency in the BAAT Table to process this screen.

                        2.   Add OCHG record data in AGPS.

OCHG 4: OCHG   a.   If the user is not in the OCHG screen, type **OCHG** in the Function Line and press RETURN/ENTER.

                               b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. The data entry fields should be blanked and **ADD** inserted in the Function Line.

Cross-Reference   Steps

    c.   Using the TAB key, move to Order Number field and type desired order number.

    d.   Using the TAB key, move to Change Order Number field and type desired change order number.

    e.   Using the TAB key, move to Change Type Code field and type desired change type code.

NOTE: When creating OCHG, the change type code must represent the change amount.

            If you create a 'DEC', the change amount must be negative or zero. If the amount is positive, when you change the status to '425' on OCHG, you will receive an error message '01-0606E - CHANGE TYPE MUST EQUAL INC'. Change the status to '405' and the change type code to 'INC' and proceed.

            If you create an 'INC', the change amount must be positive or zero. If the amount is negative, when you change the status to '425' on OCHG, you will receive an error message '01-0605E - CHANGE TYPE MUST EQUAL DEC'. Change the status to '405' and the change type code to 'DEC' and proceed.

    f.   Using the TAB key, move to OCAC build field, type 'Y' if you want the system to build the OCAC(s) for you. Currently, the system defaults to 'N'.

NOTE: This cannot be used when processing a "SUB".

    g.   Using the TAB key, move to Text Line field and type desired description text. Up to five lines of description (OCTX) text is permitted.

  3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Change Order Change Table

Overview   The AGPS user is provided the capability to maintain order change header records in AGPS. This is accomplished by use of the OCHG screen.

Inputs   ●   Required order number

                         ●   Required change number

                         ●   Required change to status code

                         ●   Required change to order change type

Outputs   ●   Updated OCHG Table

**Completing
The Procedure**

Cross-Reference   Steps

                         1.   Determine the change order to be changed, purpose and type of change and the order change number to be processed.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table with a status code of 451 or greater and less than 496.

ORDR 4: OCHG   **Change Order Number**, combined with the order number, must be key to a valid and active order change record in the OCHG Table with a status code of 400 or greater and less than 451 and not 496-499.

INST 4: BTAB   **Change Type Code** must be a valid entry in BTAB Table DC (Document Type - Change).

INST 4: BAAT   User must have access and maintenance authority for referenced order record's purchasing agency in the BAAT Table to process this screen.

                         2.   Change OCHG record data in AGPS.

OCHG 4: OCHG   a.   If the user is not in the OCHG screen, type **OCHG** in the Function Line and press RETURN/ENTER.

                                   b.   Type **INQUIRE** in the Function Line.

Cross-Reference   Steps

        c.   Using the TAB key, move to Order Number field and type desired order number.

        d.   Using the TAB key, move to Change Order Number field and type desired change order number.

        e.   Using the TAB key, move to OCAC build field and type 'Y' if you want the system to build the OCAC(s) for you. Currently, the system defaults to 'N'.

        f.   Press RETURN/ENTER. Requested order change record should be displayed.

   3.   Type **CHANGE** in the Function Line.

        a.   Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Identifying order change for supervisor review	Type status code = 401
Identifying order change for buyer review	Type status code = 402
Identifying order change as ready for further processing	Type status code = 405
Processing approvals and builds OCAC(s) if OCAC build is 'Y'	Type status code = 425
Encumbering order change, or processing a CNX or CNL Document Type	Type status code = 435
Printing order change on line and order document type is not DCI	Type status code = 440
Printing order change on line and order document type is DCI	Type status code = 445
Printing order change in batch (overnight)	Type status code = 450

Cross-Reference Steps

If ...	Then ...
Canceling order change	Type status code = 496 - 497 If encumbered, type 497. If not encumbered, type 496. NOTE: Order change status must be less than 441 to cancel. Else, a CNX type change must be processed.

 b. Using the TAB key, move to Change Type Code field and type desired change type code.

 c. Using the TAB key, move to Whim field and type **P** or space out field.

 d. Using the TAB key, move to Text Line field and type desired description text. Up to five lines of description (OCTX) text is permitted.

 4. Press RETURN/ENTER.

 NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

ORDER CHANGE PROCESSING   **PROCEDURES**

1.3 Inquire Order Change Table

1.3 Inquire Order Change Table

Overview   The AGPS user is provided the capability to inquire order change header records in AGPS. This is accomplished by use of the OCHG screen.

Inputs   ●   Required order number

                      ●   Required change number

Outputs   ●   Display of requested OCHG Table record

**Completing
The Procedure**

Cross-Reference   _____Steps_____

                      1.   Determine the change order to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table with a status code of 441 or greater and less than 496.

ORDR 4: OCHG   **Change Order Number**, combined with the order number, must be key to a valid and active order change record in the OCHG Table with a status code of 400 or greater and less than 441 and not 496-499.

INST 4: BAAT   User must have access authority for referenced order record's purchasing agency in the BAAT Table to process this screen.

                      2.   Inquire OCHG record data in AGPS.

OCHG 4: OCHG   a.   If the user is not in the OCHG screen, type **OCHG** in the Function Line and press RETURN/ENTER.

                         b.   Type **INQUIRE** in the Function Line.

                         c.   Using the TAB key, move to Order Number field and type desired order number.

                         d.   Using the TAB key, move to Change Order Number field and type desired change order number.

                      3.   Press RETURN/ENTER.

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Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order change record.

1.4 Add Order Change Text

Overview   The AGPS user is provided the capability to add text relating to a specific order change in AGPS.   Text may pertain to processing, delivery instruction , packaging, vendor performance, etc. Normally the first five lines of text are added by use of the description text lines of the OCHG screen. This is accomplished by use of the OCTX screen.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required change text

Outputs   ●   Update of OCTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the order change for which text will be added and the text to be entered into change text.

                      2.   Add OCTX record into AGPS.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and press RETURN/ENTER.

                           b.   Type **G (GET)** in the Function Line.

                           c.   Using Tab Key, move to Order Number field and type desired order number.

                      3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen.   Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

                           a.   Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

              b.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

   4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.5 Change Order Change Text

Overview   The AGPS user is provided the capability to maintain text relating to a specific order change in AGPS. Text may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the OCTX screen.

Inputs   ● Required order number

                    ● Required order change number

                    ● Required changes to change text

Outputs   ● Update of OCTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the order change number for which the user will change text and the required change to text.

                    2.   Change OCTX record in AGPS.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and press RETURN/ENTER.

                           b.   Type **G (GET)** in the Function Line.

                           c.   Using Tab Key, move to Order Number field and type desired order number.

                           d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                    3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

                           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-Reference	Steps

    a.   Type **C (CHANGE)** in the Function Line.

    b.   Using Tab Key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

   NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.6 Delete/Insert Order Change Text

Overview   The AGPS user is provided the capability to delete and/or insert text lines of change text relating to a specific order change in AGPS. Text may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the OCTX screen.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required text line action code

                      ●   Required text action

                      ●   Required change to text

Outputs   ●   Update of OCTX Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the order change number for which the user will delete/insert change text and the required change to text.

                      2.   Delete/Insert text lines in OCTX records.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and press RETURN/ENTER.

                               b.   Type **G (GET)** in the Function Line.

                               c.   Using Tab Key, move to Order Number field and type desired order number.

                               d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                      3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

a.   Type **C (CHANGE)** in the Function Line.

b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

a.   If inserting text, type **C (CHANGE)** in the function line.

b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using

Cross-Reference	Steps

screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.7 Inquire Order Change Text

Overview   The AGPS user is provided the capability to inquire text lines of text relating to a specific order change in AGPS. This is accomplished by use of the OCTX screen.

Inputs   ●   Required order number

                     ●   Required order change number

                     ●   Required text action

Outputs   ●   Display of requested OCTX Table text lines

**Completing
The Procedure**

Cross-Reference   Steps

                     1.   Determine the order change number for which the user will inquire text.

                     2.   Inquire OCTX record text.

OCHG 4: OCTX   a.   If you are not in the OCTX screen, type **OCTX** in the Function Line and press RETURN/ENTER.

                             b.   Type **G (GET)** in the Function Line.

                             c.   Using Tab Key, move to Order Number field and type desired order number.

                             d.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

                     3.   Press RETURN/ENTER.

                             NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2 ADD/CHANGE ORDER CHANGE LINE RECORDS

2.1 Add Order Change Line Number

Overview   The AGPS user is provided the capability to add individual order change lines for an existing order change in AGPS. This is accomplished by use of the OCLN screen.

Inputs
- Required order number
- Required order change number
- Required order/order change line number
- Required commodity number
- Required inventory item number if stock request/replenishment
- Required order quantity
- Required order unit of measure
- Required order unit price

Outputs
- Updated OCLN Table

**Completing
The Procedure**

Cross-Reference	Steps
	1. Determine order line to be changed or order change commodities to be added and the order change to be added to.
ORDR 4: ORD4	**Order Number** must be key to a valid and active order record in the ORDR Table.
OCHG 4: OCHG	**Order Change No.**, combined with order number, must be a valid and active order change record in the OCHG Table.
ORDR 4: OLI4 OCHG 4: OCLN	**Change Line Number**, combined with order number or order change no., must be key to a valid and active order line record in the OLIN or OCLN Table.

Cross-Reference	Steps
AGCY 4: AGCY	**Delivery Agency** must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	**Delivery Sub-Agency**, combined with delivery agency, must be a valid and active sub-agency in the AADR Table.
INST 4: BTAB	**Unit of Measure** must be a valid entry in BTAB Table UM (Unit Of Measure).
	Order Change Line Status must be a valid entry in BTAB Table SO (Status Code - Order).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
COMM 4: COM2	**Commodity** must be a valid and active commodity record in the COMM Table.

2.   Add OCLN Table data into AGPS.

OCHG 4: OCLN

a.   If the user is not in the OCLN screen, type **OCLN** in the Function Line and press RETURN/ENTER.

b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

c.   Using the TAB key, move to Order Number field and type desired order number.

d.   Using the TAB key, move to Order Change No. field and type desired order change number.

e.   Using the TAB key, move to Change Order Line # field and type desired order/order change line number.

f.   Using the TAB key, move to New Line (Y or N) field and type desired new line indicator. If changing an existing line, type **N** else type **Y**.

NOTE: If New Line is N, Skip to step 3 below.

g.   Using the TAB key, move to the Contract Number field and type desired contract number if applicable.

h.   Using the TAB key, move to the Contract Line field and type desired contract line number if applicable.

Cross-Reference   Steps

i. Using the TAB key, move to the Days field. On Contracts, Days (if applicable) will default and cannot be changed. Non-contract items, Days (if applicable) will default from order header but can be changed.

j. Using the TAB key, move to the Weeks field. On Contracts, Weeks (if applicable) will default and cannot be changed. Non-contract items, Weeks (if applicable) will default from order header but can be changed.

k. Using the TAB key, move to Commodity Number field and type commodity number of order line being changed. If new line is **Y**, see the following table.

If ...	Then ...
Order doc type is SPU	Commodity must be flagged as a prison enterprises item
Order doc type is STU	Commodity must be flagged as a state use item
Order doc type is DCI	Commodity must be flagged as a inventory center item

l. Using the TAB key, move to Order Quantity field and type desired ordered quantity.

m. Using the TAB key, move to Unit of Measure field and type desired ordered unit of measure.

n. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.

o. Using the TAB key, move to Delivery Agency field and type desired delivery agency number.

p. Using the TAB key, move to Delivery Sub-Agy field and type desired delivery sub-agency number.

Cross-Reference   Steps

3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

If New Line is **N**, an error message will be displayed at the bottom of the screen requiring user to enter changes using the CHANGE function.

2.2 Change Order Change Line Number

Overview   The AGPS user is provided the capability to change individual order change lines for an existing order change in AGPS. This is accomplished by use of the OCLN screen.

Inputs   ● Required order number

                      ● Required order change number

                      ● Required order change line number

                      ● Required change(s) to order change commodity line data

Outputs   ● Updated OCLN Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order change line to be changed and the order change number.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Order Change No.**, combined with order number, must be a valid and active order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with order change no., must be key to a valid and active order change line record in the OCLN Table.

AGCY 4: AGCY   **Delivery Agency** must be a valid and active agency in the AGCY Table.

AGCY 4: AADR   **Delivery Sub-Agency**, combined with delivery agency, must be a valid and active sub-agency in the AADR Table.

INST 4: BTAB   **Unit of Measure** must be a valid entry in BTAB Table UM (Unit Of Measure).

                              Order Change Line Status must be a valid entry in BTAB Table SO (Status Code - Order).

                              Frequency must be a valid entry in BTAB Table FR (Payment Frequency Codes).

Cross-Reference			Steps

INST 4: BAAT — User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. User must have Movable Property Override Authority to process a change to the movable property indicator.

COMM 4: COM2 — **Commodity** must be a valid and active commodity record in the COMM Table.

2.   Change OCLN Table data in AGPS.

OCHG 4: OCLN

a.   If the user is not in the OCLN screen, type **OCLN** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Order Number field and type desired order number.

d.   Using the TAB key, move to Order Change No. field and type desired order change number.

e.   Using the TAB key, move to Change Line Number field and type desired order change line number.

f.   Press RETURN/ENTER. Requested order change commodity line record should be displayed.

3.   Type **CHANGE** in the Function Line.

a.   Using the TAB key, move to the Days field. If contract item, Days (if applicable) will default and cannot be changed. Non-contract items, Days (if applicable) will default from order header but can be changed.

b.   Using the TAB key, move to the Weeks field. If contract item, Weeks (if applicable) will default and cannot be changed. Non-contract items, Weeks (if applicable) will default from order header but can be changed.

c.   Using the TAB key, move to Status Code field and type desired status code.

<u>Cross-Reference</u>   <u>Steps</u>

If ...	Then ...
Activating commodity line	Type status = **405**
Canceling commodity line	Type status = **496**
Re-activating commodity line	Type status = **405**

d.   Using the TAB key, move to Commodity Number field and type desired commodity number.

e.   Using the TAB key, move to Movable Prop field and type desired movable property indicator. Allowable entries are **Y** or **N**.

NOTE: The Movable Property flag cannot be changed on an existing order line.

f.   Using the TAB key, move to Order Quantity field and type desired ordered quantity.

NOTE: If OCLN is for an existing line, order quantity will be entered as follows:

        INCREASE: If the original order quantity was 10 and an increase of six (6) is desired, order quantity will be entered as 16.

        DECREASE: If the original order quantity was 10 and a decrease of six (6) is desired, order quantity will be entered as 4.

g.   Using the TAB key, move to No Cost field and type desired no cost indicator. Allowed entries are **Y** or **N**.

h.   Using the TAB key, move to Unit of Measure field and type desired unit of measure.

i.   Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.

j.   Using the TAB key, move to Periodic Pay Amt field and type desired periodic payment amount for the order line on an order flagged for periodic payment.

Cross-Reference   Steps

              k.   Using the TAB key, move to Frequency field and type desired frequency for payment of periodic payment amount for the order change line on an order flagged for periodic payment.

              l.   Using the TAB key, move to Sub Allowed field and type desired indicator. Used to indicate on distribution center item orders if the distribution center will be allowed to substitute another commodity for the ordered commodity. Allowable entries are **Y** or **N**. (N/A)

              m.   Using the TAB key, move to Delivery Agency field and type desired delivery agency.

              n.   Using the TAB key, move to Delivery Sub-Agency field and type desired delivery sub-agency.

    4.   Press RETURN/ENTER.

           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.3 Inquire Order Change Line Number

Overview   The AGPS user is provided the capability to inquire individual order change lines for an
                      existing order change in AGPS. This is accomplished by use of the OCLN screen.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required order change line number

Outputs   ●   Display of the requested OCLN Table record

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order change line to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Order Change No.**, combined with order number, must be a valid and active order
                                change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with order change no., must be key to a valid and
                                active order change line record in the OCLN Table.

INST 4: BAAT   User must have access authority in the BAAT Table for the purchasing agency
                                records to process this screen.

                      2.   Inquire OCLN Table data in AGPS.

OCHG 4: OCLN   a.   If the user is not in the OCLN screen, type **OCLN** in the Function Line
                                          and press RETURN/ENTER.

                                b.   Type **INQUIRE** in the Function Line.

                                c.   Using the TAB key, move to Order Number field and type desired order
                                          number.

                                d.   Using the TAB key, move to Order Change No. field and type desired
                                          order change number.

Cross-Reference   Steps

    e. Using the TAB key, move to Change Line Number field and type desired order change line number.

3. Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order line record.

2.4 Add Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to add commodity description text changes regarding a specific order change line in AGPS. Text may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs   ● Required order number

                        ● Required order change number

                        ● Required change order line number

                        ● Required specification text

Outputs   ● Updated OCMD Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine the change order line for which commodity description text will be added and the text to be entered into change order commodity specification text.

                        2.   Add OCMD record into AGPS.

OCHG 4: OCMD   a.   If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

                                b.   Type **G (GET)** in the Function Line.

                                c.   Using Tab Key, move to Order Number field and type desired order number.

                                d.   Using Tab Key, move to Change Order No field and type desired change order number.

                                e.   Using Tab Key, move to Change Line field and type desired change order line number.

                        3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

     a.   Type **C (CHANGE)** in the Function Line.

     b.   Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

     c.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

> NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.5 Change Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to change commodity description text regarding a specific change order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs   ● Required order number

                      ● Required order change number

                      ● Required change order line number

                      ● Required changes to commodity specification text

Outputs   ● Updated OCMD Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the change order line for which commodity description text will be changed and the text to be entered into change order commodity description text.

                      2.   Change OCMD record into AGPS.

OCHG 4: OCMD   a.   If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

                            b.   Type **G (GET)** in the Function Line.

                            c.   Using Tab Key, move to Order Number field and type desired order number.

                            d.   Using Tab Key, move to Change Order No field and type desired change order number.

                            e.   Using Tab Key, move to Change Line field and type desired change order line number.

                            f.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-Reference   Steps

3.   Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

     a.   Type **C (CHANGE)** in the Function Line.

     b.   Using Tab Key, move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

     c.   Using Tab Key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.6 Delete/Insert Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to delete/insert lines of text for commodity description text regarding a specific change order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs

- Required order number

- Required order change number

- Required change order line number

- Required text line action code

- Required changes to commodity specification text

Outputs

- Updated OCMD Table

**Completing
The Procedure**

Cross-Reference | Steps

1.   Determine the change order line number for which the user will delete/insert line text and the required change to text.

2.   Delete/Insert text lines in OCMD records.

OCHG 4: OCMD

a.   If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

b.   Type **G (GET)** in the Function Line.

c.   Using Tab Key, move to Order Number field and type desired order number.

d.   Using Tab Key, move to Change Order No field and type desired change order number.

e.   Using Tab Key, move to Change Line field and type desired change order line number.

Cross-Reference	Steps

    f.   Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3.   Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

    a.   Type **C (CHANGE)** in the Function Line.

    b.   Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

    c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

        X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

        I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

    a.   If inserting text, type **C (CHANGE)** in the function line.

Cross-Reference | Steps

  b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

  c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

  NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.7 Inquire Change Order Commodity Description Changes Table

Overview   The AGPS user is provided the capability to inquire commodity description text regarding a specific change order line in AGPS. Information may be special shipping or packaging, marking instructions, etc. This is accomplished by use of the OCMD screen.

Inputs
- Required order number

- Required order change number

- Required change order line number

Outputs
- Updated OCMD Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the change order line for which commodity description text will be inquired.

2. Inquire OCMD record into AGPS.

OCHG 4: OCMD   a. If you are not in the OCMD screen, type **OCMD** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using Tab Key, move to Order Number field and type desired order number.

d. Using Tab Key, move to Change Order No field and type desired change order number.

e. Using Tab Key, move to Change Line field and type desired change order line number.

f. Using Tab Key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

3 ADD/CHANGE ORDER CHANGE ACCOUNTING DISTRIBUTION RECORDS

3.1 Add Order Change Order Accounting Distribution Table

Overview   The AGPS user is provided the capability to add individual order change order accounting distribution lines for an existing order change in AGPS. This is accomplished by use of the OCAC screen. If OCAC build field has been changed to 'Y', the system will create OCAC(s). If accounting distribution records were set up on AACG, they will be defaulted into OCAC on an add of a new accounting distribution line.

Inputs
- Required order number

- Required order change number

- Required base order/order change accounting distribution line number

- Required accounting method (proportional or from/to line)

- Required order change order accounting distribution

- Required action code (create, reduce, etc.)

Outputs
- Updated OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine order change order accounting distribution line(s) to be added and the order change to be added to.

       NOTE: If this is not the first active accounting line, you cannot mix accounting methods, i.e., first record cannot be from/to line and the next one proportional (Acct Dist amount).

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in ORDR Table.

OCHG 4: OCHG   **Chg Order Number**, combined with order number, must be a valid and active order change record in the OCHG Table.

Cross-Reference	Steps

ORDR 4: OACG

OCHG 4: OCAC   **Account Dist Number**, combined with order number or order number and change order number must be key to a valid and active accounting distribution record in the OACG or OCAC Table.

AGCY 4: AGCY   **Paying Agency** must be key to a valid and active record in the AGCY Table. User must be authorized in accounting to specify another agency as the paying agency.

INST 4: BTAB   **Action Code** must be a valid entry in BTAB AC (Action Code).

INST 4: BAAT   User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

INTF 4: OWLK   Accounting Distribution Object/Sub-Object must be equal OWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.

INTF 4: XWLK   Accounting Distribution other than Object/Sub-Object must be equal XWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.

2.   Add OCAC Table data into AGPS.

OCHG 4: OCAC   a.   If the user is not in the OCAC screen, type **OCAC** in the Function Line and press RETURN/ENTER.

                                        b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

                                        c.   Using the TAB key, move to Order Number field and type desired order number.

                                        d.   Using the TAB key, move to Chg Order Number field and type desired change order number.

                                        e.   Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.

                                        f.   Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).

3.1 Add Order Change Order Accounting Distribution Table

Cross-Reference   Steps

g.   Using the TAB key, move to Sub For Line Number field and type desired accounting distribution number for which this record is a substitution (replacement of) if OCHG Change Type is SUB. Change Number must be 00.

h.   Using the TAB key, move to Action Code field and type desired action code.

If ...	Then ...
A base record (Change Number = 00)	Type action code = **C**
Increase of a base record (Change Number > 00)	Type action code = **I**
Decrease of a base record (Change Number > 00)	Type action code = **R**

NOTE: If the account distribution method is from/to line and the user reduces or zero liquidates an account distribution by entering an action code 'R', AGPS will create the replacement distribution automatically. The OCAC record for the distribution created by AGPS should be reviewed and the cost center, object code, etc. changed as necessary.

i.   Using the TAB key, move to Amount field and type desired line amount. If From/To Lines are greater than spaces, this field must be blank.

j.   Using the TAB key, move to From Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be less than or equal To Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record. If Change Number is > 00, line number must be within base record from/to line range and equal valid OCLN.

k.   Using the TAB key, move to To Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be greater than or equal From Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record. If Change Number is > 00, line number must be within base record from/to line range and equal valid OCLN.

3.1 Add Order Change Order Accounting Distribution Table

Cross-Reference   Steps

                                         l.   If Change Number is > 00, proceed to step 3. If Change Number is 00, using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).

3.   Press RETURN/ENTER.

               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Change Order Change Order Accounting Distribution Table

Overview   The AGPS user is provided the capability to change individual order change order
                      accounting distribution lines for an existing order change in AGPS. This is accomplished by
                      use of the OCAC screen. If OCAC build is 'Y', you cannot make any changes to OCAC.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required order change order accounting distribution line number

                      ●   Required order change order accounting distribution change number

                      ●   Required changes to accounting method (proportional or from/to line)

                      ●   Required changes to order accounting distribution

Outputs   ●   Updated OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine changes to order change order accounting distribution line(s) and line(s)
                                to be changed.

                                NOTE: If this is not the first active accounting line, you cannot mix accounting
                                       methods, i.e., first record cannot be from/to line and the next one
                                       proportional (line amount).

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in ORDR Table.

OCHG 4: OCHG   **Chg Order Number**, combined with order number, must be a valid and active
                      order change record in the OCHG Table.

ORDR 4: OACG
OCHG 4: OCAC   **Account Dist Number**, combined with order number or order number and change
                      order number must be key to a valid and active accounting distribution record in the
                      OACG or OCAC Table.

Cross-Reference	Steps
AGCY 4: AGCY	**Paying Agency** must be key to a valid and active record in the AGCY Table. User must be authorized in accounting to specify another agency as the paying agency.
OCHG 4: OCAC	**Change Number**, combined with accounting distribution number must be key to a valid and active accounting distribution record in the OCAC Table.
INST 4: BTAB	**Action Code** must be a valid entry in BTAB AC (Action Code).
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INTF 4: OWLK	Accounting Distribution Object/Sub-Object must be equal OWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.
INTF 4: XWLK	Accounting Distribution other than Object/Sub-Object must be equal XWLK table record for the executive agency of the requisitioning agency if the executive agency AGCY Table record has Reports to Central = Y and Dept Financial NOT equal CNTRL.

2.   Change OCAC Table data in AGPS.

OCHG 4: OCAC

a.   If the user is not in the OCAC screen, type **OCAC** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Order Number field and type desired order number.

d.   Using the TAB key, move to Chg Order Number field and type desired change order number.

e.   Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.

f.   Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).

g.   Press RETURN/ENTER. Requested order change order accounting distribution record should be displayed.

Cross-Reference   Steps

3.   Type **CHANGE** in the function line.

      a.   Using the TAB key, move to Sub For Line Number field and type desired accounting distribution number for which this record is a substitution (replacement of).

      b.   Using the TAB key, move to Paying Agency field and type desired agency number to be used for encumbrance processing to accounting.

      c.   Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Activating to prepare for encumbrance	Type status code = **1**
Inactivating and current status is 0 or 1	Type status code = **5**
Activating to prepare for encumbrance after failure and current status is 4	Type status code = **1**
Inactivating after failure and current status is 4	Type status code = **5**
Activating to complete cancellation of encumbrance after failure and current status is 7	Type status code = **6**

      d.   Using the TAB key, move to Action Code field and type desired Action Code.

      e.   Using the TAB key, move to Amount field and type desired line amount. If From/To Line are greater than spaces, this field must be blank.

      f.   Using the TAB key, move to From Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be less than or equal To Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.   If Change Number is > 00, line number must be within base record from/to line range and equal valid OCLN.

Cross-Reference   Steps

         g.   Using the TAB key, move to To Line field and type desired order line number. If Amount field is greater than spaces, this field must be blank. Entry must be greater than or equal From Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record. If Change Number is > 00, line number must be within base record from/to line range and equal valid OCLN.

         h.   Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry). If Change Number is > 00, the user cannot change the accounting distribution codes.

     4.   Press RETURN/ENTER.

         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Delete Order Change Order Accounting Distribution Table

Overview   The AGPS user is provided the capability to delete individual order change order accounting distribution lines for an existing order change in AGPS. This is accomplished by use of the OCAC screen. Record status must be **0**.

Inputs   ●   Required order number

                     ●   Required order change number

                     ●   Required order change order accounting distribution line number

                     ●   Required order change order accounting distribution change number

Outputs   ●   Updated OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                     1.   Determine order change order accounting distribution line(s) to be deleted.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in ORDR Table.

OCHG 4: OCHG   **Chg Order Number**, combined with order number, must be a valid and active order change record in the OCHG Table.

ORDR 4: OACG
OCHG 4: OCAC   **Account Dist Number**, combined with order number or order number and change order number must be key to a valid and active accounting distribution record in the OACG or OCAC Table.

OCHG 4: OCAC   **Change Number**, combined with accounting distribution number must be key to a valid and active accounting distribution record in the OCAC Table.

INST 4: BAAT   User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

                     2.   Delete OCAC Table data in AGPS.

OCHG 4: OCAC   a.   If the user is not in the OCAC screen, type **OCAC** in the Function Line and press RETURN/ENTER.

Cross-Reference   Steps

          b.   Type **INQUIRE** in the Function Line.

          c.   Using the TAB key, move to Order Number field and type desired order number.

          d.   Using the TAB key, move to Chg Order Number field and type desired change order number.

          e.   Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.

          f.   Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).

          g.   Press RETURN/ENTER. Requested order change order accounting distribution record should be displayed.

3.   Type **DELETE** in the function line.

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.4 Inquire Order Change Order Accounting Distribution Table

Overview   The AGPS user is provided the capability to inquire individual order change order
                      accounting distribution lines for an existing order change in AGPS. This is accomplished by
                      use of the OCAC screen.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required order change order accounting distribution line number

                      ●   Required order change order accounting distribution change number

Outputs   ●   Display of requested OCAC Table record

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order change order accounting distribution line(s) to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in ORDR Table.

OCHG 4: OCHG   **Chg Order Number**, combined with order number, must be a valid and active
                                 order change record in the OCHG Table.

ORDR 4: OACG
OCHG 4: OCAC   **Account Dist Number**, combined with order number or order number and change
                                 order number must be key to a valid and active accounting distribution record in the
                                 OACG or OCAC Table.

OCHG 4: OCAC   **Change Number**, combined with accounting distribution number must be key to a
                                 valid and active accounting distribution record in the OCAC Table.

INST 4: BAAT   User must have access authority in the BAAT Table for the purchasing agency
                                 records to process this screen.

                      2.   Inquire OCAC Table data in AGPS.

OCHG 4: OCAC   a.   If the user is not in the OCAC screen, type **OCAC** in the Function Line
                                            and press RETURN/ENTER.

Cross-Reference   Steps

      b. Type **INQUIRE** in the Function Line.

      c. Using the TAB key, move to Order Number field and type desired order number.

      d. Using the TAB key, move to Chg Order Number field and type desired change order number.

      e. Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.

      f. Using the TAB key, move to Change Number field and type desired change number for the base record (account distribution number).

   3. Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

3.5 Change Order Amount Accounting Table

Overview   The AGPS user is provided the capability to change the detail accounting distribution codes
                        for an existing order in AGPS due to the order failing the batch encumbrance at the beginning
                        of the fiscal year, or due to rollover program inconsistencies. This is accomplished by use of
                        the OAMC screen.

Inputs   ●   Required order number

                        ●   Required order accounting distribution line number

                        ●   Required changes to order accounting distribution

Outputs   ●   Updated OAMT Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine order accounting distribution and line(s) to be changed. This would be
                                those orders that have failed the batch encumbrance and have been identified on a
                                report, or orders that have been rolled over into a new fiscal year and a change is
                                necessary to reconcile the accounting.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in ORDR Table.

ORDR 4: OACG   **Account Distribution Number** must be key to a valid and active order accounting
                                distribution record in OACG Table.

INST 4: BAAT   User must have access and maintenance authority in the BAAT Table for the
                                purchasing agency records to process this screen.

                        2.   Change OAMC Table data in AGPS.

ORDR 4: OAMC   a.   If the user is not in the OAMC screen, type **OAMC** in the Function Line
                                        and press RETURN/ENTER.

                                b.   Type **INQUIRE** in the Function Line.

                                c.   Using the TAB key, move to Order Number field and type desired order
                                        number.

Cross-Reference   Steps

      d.   Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.

      e.   Press RETURN/ENTER. Requested order accounting distribution record should be displayed.

3.   Type **CHANGE** in the function line.

      a.   Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).

4.   Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

NOTE: No further action is required by the user. The batch encumbrance program will process the changed account distribution(s) to AFS. If successful, the OAMC status for the account distribution will be changed to 3.

3.6 Inquire Order Amount Accounting Table

Overview   The AGPS user is provided the capability to inquire individual order accounting distribution lines for an existing order amount accounting change in AGPS. This is accomplished by use of the OAMC screen.

Inputs   ●   Required order number

                      ●   Required order accounting distribution line number

Outputs   ●   Display of requested OAMC Table record

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order accounting change distribution line(s) to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in ORDR Table.

ORDR 4: OACG   **Account Distribution Number** must be key to a valid and active order accounting distribution record in OACG Table.

                      2.   Inquire OAMC Table data in AGPS.

ORDR 4: OAMC   a.   If the user is not in the OACG screen, type **OAMC** in the Function Line and press RETURN/ENTER.

                               b.   Type **INQUIRE** in the Function Line.

                               c.   Using the TAB key, move to Order Number field and type desired order number.

                               d.   Using the TAB key, move to Account Dist Number field and type desired order accounting distribution line number.

                      3.   Press RETURN/ENTER.

                               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested record.

4 ADD/CHANGE ORDER CHANGE APPROVAL RECORDS

4.1 Order Change Approval Processing

Overview   The AGPS user is provided the capability to add/change and/or approve order change
                      approval records. The system is designed to automatically create all required order change
                      approvals when an add and/or change is processed for the order change header and/or order
                      change line record(s) that will meet the criteria for build of an approval, e.g., dollar threshold
                      limit. The user also has the capability to directly add any additional approvals deemed
                      necessary for processing of the order change document. This is accomplished by use of the
                      OCHG, OCLN and PAPV screens.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required input data

                      ●   Required processing screen

                      ●   Required conditions to invoke an approval

                      ●   Required input data for a manual approval

Outputs   ●   Updated PHLD/PAPV Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Perform normal order change processing.

                      2.   Add/Change Order Change Table record approvals.

                                 a.   Add OCHG, using procedures of 1.1 Add Order Change Table above,
                                             whim indicator.

                                 b.   Change OCHG, using procedures of 1.2 Change Order Change Table
                                             above, order change whim indicator.

                      3.   Add/Change Change Order Line Number record approvals.

Cross-Reference   Steps

        a.   Add, using procedures of 2.1 Add Change Order Line Number above, commodity order change line record.

        b.   Change, using procedures of 2.2 Change Change Order Line Number above, order change line quantity from/unit of measure/unit price.

4.   Change, using procedures of 1.2 Change Order Change Table above, order change status to 425.

       NOTE: On successful change of order change status to 425, all required order change/line approvals will be moved to the PAPV Table for processing. See Section 13, Electronic Approvals Processing.

5.   Manually add order approval record(s). See Section 13, Electronics Approval Processing, Chapter 2, 4 ADD/CHANGE MANUAL APPROVAL RECORDS.

5 ENCUMBER ORDER CHANGES

5.1 Process Encumbrance To Accounting

Overview   The AGPS user is provided the capability to encumber order changes on-line. The system is designed to automatically create all required accounting transactions required for encumbrance, process to accounting and return any responses to the encumbrance process from accounting. This is accomplished by use of the OCHG screen. **If the order change is for next fiscal year encumbrance, the user would print the order change without an encumbrance. The encumbrance would be held by the system until the next fiscal year accounting period is open.**

Inputs   •   Required order number

                      •   Required order change number

                      •   Required processing screen

                      •   Required status code to process encumbrance

Outputs   •   Updated OCHG/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order changes ready for encumbrance. Normally status will be 429 - Approvals Complete.

                      2.   Encumber Order Change Table record.

                              a.   Change OCHG, using procedures of 1.2 Change Order Change Table above, order change status to **435**.

                              NOTE: On successful change of order change status to 435, the accounting transaction will be processed (encumbered), OCAC status will be changed to 3 and order change status will be changed to 436.

                                     If change order encumbrance fails in AFS (status is '437') and OCAC build is 'Y', the user needs to set the OCAC build flag to 'N' before the status is lowered to '405'. If the status is lowered first, the OCAC(s) are deleted, and the reject reasons from AFS will be deleted. Once the status is at '405', the change order can be processed to AFS again.

5.2 Process Encumbrance Cancellation To Accounting

Overview   The AGPS user is provided the capability to cancel an encumbrance on-line. The system is designed to automatically create all required accounting transactions required for canceling the encumbrance, process to accounting and return any responses to the encumbrance cancellation process from accounting. This is accomplished by use of the OCHG screen.

Inputs

● Required order number

● Required order change number

● Required processing screen

● Required status code to process encumbrance cancellation

Outputs   ● Updated OCHG/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine order change encumbrance to be canceled in accounting.

2.   Cancel Order Change Table encumbrance record.

a.   Change OCHG, using procedures of 1.2 Change Order Change Table above, order change status to **497**.

NOTE: On successful change of order change status to 497, the accounting transaction will be processed (cancel encumbrance), OCAC status will be changed to 6 and upon successful processing in accounting order status will be changed to 497 and the OCAC status will be changed to 9.

The system will usually allow you to use status of 497 to cancel the encumbrance of an 'INC' or 'DEC' order change. This status code should not be used if a 'DEC' type change has been processed in which the dollar amount in AFS has been reduced to zero. Once the total in AFS reaches zero, it will close the file, and any attempt to cancel the encumbrance that set the amount to zero will fail.

6 PROCESS BLANKET ORDER CHANGES

6.1 Add Blanket Order Changes

Overview   The AGPS user is provided the capability to add blanket order changes for change of existing blanket orders in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs

- Required blanket order number

- Required order change number

- Required change type

- Required commodity line changes/information

- Required accounting distribution changes/information

Outputs

- Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine blanket order change requirement(s) and the contract/line number to be used if applicable.

KONT 4: KONT   **Contract** must be key to a valid and active contract record in the KONT Table.

KONT 4: KLI2   **KLIN** must be key to a valid and active contract LINE record in the KLIN Table.

         NOTE: If contract/contract line is being used, in addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.

ORDR 4: ORD4   **Order Number** must be key to a valid and active blanket order record in the ORDR Table.

ORDR 4: OLI4   **Change Line Number**, combined with the order number, must be key to a valid and active blanket order line record in the OLIN Table. THIS DOES NOT APPLY IF ADDING A NEW LINE.

Cross-Reference	Steps

ORDR 4: OACG   **Accounting Distribution Number**, combined with the order number, must be key to a valid and active blanket order accounting distribution line record in the OACG Table. THIS DOES NOT APPLY IF ADDING A NEW ACCOUNTING DISTRIBUTION LINE.

2.   Add blanket Order Change Table record.

OCHG 4: OCHG   a.   Add order change using procedures of 1.1 Add Order Change Table above using desired blanket order number and change type.

                NOTE: Order document type must be:

                     BPA - Blanket Purchase - Agreement
                     BPC - Blanket Purchase - Contract
                     BPM - Blanket Purchase - Third Party Vendor
                     BPV - Blanket Purchase - Multiple Vendor

3.   Add blanket Change Order Line Number record.

OCHG 4: OCLN   a.   Add order change line using procedures of 2.1 Add Order Change Line Number above. If BPC or BPV, use desired Contract Number (KONT) and Contract Line (KLIN) number.

4.   Add blanket Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Add order change order accounting distribution table record using procedures of 3.1 Add Order Change Order Accounting Distribution Table above.

6.2 Change Blanket Order Changes

Overview   The AGPS user is provided the capability to change blanket order changes in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ●   Required order number

                  ●   Required order change number

                  ●   Required change order line number

                  ●   Required order change order accounting distribution number and change number

                  ●   Required change to change order line

                  ●   Required change to order change order accounting distribution

Outputs   ●   Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                  1.   Determine change to blanket order change and the contract/line number to be used if applicable.

KONT 4: KONT   **Contract** must be key to a valid and active contract record in the KONT Table.

KONT 4: KLI2   **KLIN** must be key to a valid and active contract LINE record in the KLIN Table.

                       NOTE: If contract/contract line is being used, in addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.

ORDR 4: ORD4   **Order Number** must be key to a valid and active blanket order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active blanket order change record in the OCHG Table.

Cross-Reference		Steps
OCHG 4: OCLN		**Change Line Number**, combined with the order number and change number, must be key to a valid and active blanket change order line record in the OCLN Table.
OCHG 4: OCAC		**Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active blanket order change order accounting distribution line record in the OCAC Table.
	2.	Change blanket Order Change Table record.
OCHG 4: OCHG	a.	Change order change using procedures of 1.2 Change Order Change Table above using desired blanket order number and change number.
	3.	Change blanket Change Order Line Number record.
OCHG 4: OCLN	a.	Change order change line using procedures of 2.2 Change Order Change Line Number above. If BPC or BPV, use desired Contract Number (KONT) and Contract Line (KLIN) number.
	4.	Change blanket Order Change Order Accounting Distribution Table record.
OCHG 4: OCAC	a.	Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above.

6.3 Inquire Blanket Order Changes

Overview   The AGPS user is provided the capability to inquire blanket order changes in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required change order line number

                      ●   Required order change order accounting distribution number and change number if required

Outputs   ●   Display of requested OCHG/OCLN/OCAC Table record(s)

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine blanket order change to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active blanket order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active blanket order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with the order number and change number, must be key to a valid and active blanket change order line record in the OCLN Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active blanket order change order accounting distribution line record in the OCAC Table.

                      2.   Inquire blanket Order Change Table record.

OCHG 4: OCHG   a.   Inquire order change using procedures of 1.3 Inquire Order Change Table above using desired blanket order number and change number.

                      3.   Inquire blanket Change Order Line Number record.

Cross-Reference	Steps

OCHG 4: OCLN   a.   Inquire order change line using procedures of 2.3 Inquire Order Change Line Number above.

       4.   Inquire blanket Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Inquire order change order accounting distribution table record using procedures of 3.4 Inquire Order Change Order Accounting Distribution Table above.

7 PROCESS CONTRACT RELEASE ORDER CHANGES

7.1 Add Contract Release Order Changes

Overview   The AGPS user is provided the capability to add contract release order changes for change of contract release order document types in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ● Required contact release order number

                        ● Required order change number

                        ● Required change type

                        ● Required commodity line changes/information

                        ● Required accounting distribution changes/information

Outputs   ● Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine contract release order change requirement(s) and the contract/line number to be used.

KONT 4: KONT   **Contract** must be key to a valid and active contract record in the KONT Table.

KONT 4: KLI2   **KLIN** must be key to a valid and active contract LINE record in the KLIN Table.

                        NOTE: In addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.

ORDR 4: ORD4   **Order Number** must be key to a valid and active contract release order record in the ORDR Table.

ORDR 4: OLI4   **Change Line Number**, combined with the order number, must be key to a valid and active contract release order line record in the OLIN Table. THIS DOES NOT APPLY IF ADDING A NEW LINE.

Cross-Reference   Steps
_____   _____

ORDR 4: OACG   **Accounting Distribution Number**, combined with the order number, must be key
                               to a valid and active contract release order accounting distribution line record in the
                               OACG Table. THIS DOES NOT APPLY IF ADDING A NEW ACCOUNTING
                               DISTRIBUTION LINE.

                   2.   Add contract release order Order Change Table record.

OCHG 4: OCHG   a.   Add order change using procedures of 1.1 Add Order Change Table above
                                        using desired contract release order number and change type.

                   3.   Add contract release order Change Order Line Number record.

OCHG 4: OCLN   a.   Add order change line using procedures of 2.1 Add Order Change Line
                                        Number above. Use desired Contract Number (KONT) and Contract Line
                                        (KLIN) number. Update Catalog Number and Catalog price as required.

                   4.   Add contract release order Order Change Order Accounting Distribution Table
                               record.

OCHG 4: OCAC   a.   Add order change order accounting distribution table record using
                                        procedures of 3.1 Add Order Change Order Accounting Distribution Table
                                        above.

7.2 Change Contract Release Order Changes

Overview   The AGPS user is provided the capability to change (maintain) contract release order document types in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ● Required order number

                    ● Required order change number

                    ● Required change order line number

                    ● Required order change order accounting distribution number and change number

                    ● Required change to order change

                    ● Required change to change order line

                    ● Required change to order change order accounting distribution

Outputs   ● Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine change to contract release order change requirement(s) and the contract/line number to be used if applicable.

KONT 4: KONT   **Contract** must be key to a valid and active contract record in the KONT Table.

KONT 4: KLI2   **KLIN** must be key to a valid and active contract LINE record in the KLIN Table.

                    NOTE: In addition to the contract/line ordering status being active, current date must be within contract/line begin and end ordering dates.

ORDR 4: ORD4   **Order Number** must be key to a valid and active contract release order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active contract release order change record in the OCHG Table.

Cross-Reference		Steps
OCHG 4: OCLN		**Change Line Number**, combined with the order number and change number, must be key to a valid and active contract release change order line record in the OCLN Table.
OCHG 4: OCAC		**Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active contract release order change order accounting distribution line record in the OCAC Table.
	2.	Change contract release order Order Change Table record.
OCHG 4: OCHG	a.	Change order change using procedures of 1.2 Change Order Change Table above using desired contract release order number and change number.
	3.	Change contract release order Change Order Line Number record.
OCHG 4: OCLN	a.	Change order change line using procedures of 2.2 Change Order Change Line Number above. Use desired Contract Number (KONT) and Contract Line (KLIN) number. Update Catalog Number and Catalog price as required.
	4.	Change contract release order Order Change Order Accounting Distribution Table record.
OCHG 4: OCAC	a.	Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above.

7.3 Inquire Contract Release Order Changes

Overview   The AGPS user is provided the capability to inquire contract release order changes in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ● Required order number

● Required order change number

● Required change order line number

● Required order change order accounting distribution number

Outputs   ● Display of requested OCHG/OCLN/OCAC Table record(s)

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine contract release order change to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active contract release order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active contract release order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with the order number and change number, must be key to a valid and active contract release change order line record in the OCLN Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active contract release order change order accounting distribution line record in the OCAC Table.

2. Inquire contract release order Order Change Table record.

OCHG 4: OCHG   a. Inquire order change using procedures of 1.3 Inquire Order Change Table above using desired release order number and change number.

3. Inquire contract release order Change Order Line Number record.

Cross-Reference	Steps

OCHG 4: OCLN

      a.   Inquire order change line using procedures of 2.3 Inquire Order Change Line Number above.

    4.   Inquire contract release order Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC

      a.   Inquire order change order accounting distribution table record using procedures of 3.4 Inquire Order Change Order Accounting Distribution Table above.

8 PROCESS INVENTORY CENTER ITEM ORDER CHANGES

8.1 Add Inventory Center Item Order Changes
Inventory Control Sub-System not in use.

Overview   The AGPS user is provided the capability to add inventory center item order changes for change of inventory center item orders in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ● Required inventory center item order number

                        ● Required order change number

                        ● Required change type

                        ● Required commodity line changes/information

                        ● Required accounting distribution changes/information

Outputs   ● Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                        1.   Determine inventory center item order change requirement(s).

COMM 4: COM2   Commodity Number must be key to a valid and active commodity record in the COMM Table flagged as a Inventory Center Item.

COMM 4: CAIN   **Commodity Number** must be key to a valid record on the CAIN Table.

ORDR 4: ORD4   **Order Number** must be key to a valid and active contract release order record in the ORDR Table.

ORDR 4: OLI4   **Change Line Number**, combined with the order number, must be key to a valid and active contract release order line record in the OLIN Table. THIS DOES NOT APPLY IF ADDING A NEW LINE.

ORDR 4: OACG   **Accounting Distribution Number**, combined with the order number, must be key to a valid and active contract release order accounting distribution line record in the OACG Table. THIS DOES NOT APPLY IF ADDING A NEW ACCOUNTING DISTRIBUTION LINE.

Cross-Reference	Steps

| | 2. | Add inventory center item Order Change Table record. |

OCHG 4: OCHG   a.   Add order change using procedures of 1.1 Add Order Change Table above using desired inventory center item order number and change type.

NOTE: Order document type must be **DCI** - Inventory Center Item

3.   Add inventory center item Change Order Line Number record.

OCHG 4: OCLN   a.   Add order change line using procedures of 2.1 Add Order Change Line Number above.

4.   Add inventory center item Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Add order change order accounting distribution table record using procedures of 3.1 Add Order Change Order Accounting Distribution Table above.

8.2 Change Inventory Center Item Order Changes
Inventory Control Sub-System not in use.

Overview   The AGPS user is provided the capability to change inventory center item order changes in
                          the order change database. This is accomplished by use of the OCHG, OCLN, and OCAC
                          screens.

Inputs   ●   Required order number

                          ●   Required order change number

                          ●   Required change order line number

                          ●   Required order change order accounting distribution number and change number

                          ●   Required change to order change

                          ●   Required change to change order line

                          ●   Required change to order change order accounting distribution

Outputs   ●   Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                          1.   Determine change to inventory center item order change requirement(s).

ORDR 4: ORD4   **Order Number** must be key to a valid and active inventory center item order
                          record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and
                          active inventory center item order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with the order number and change number, must
                          be key to a valid and active contract release change order line record in the OCLN
                          Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change
                          number, must be key to a valid and active inventory center item order change order
                          accounting distribution line record in the OCAC Table.

Cross-Reference		Steps
	2.	Change inventory center item order Order Change Table record.
OCHG 4: OCHG	a.	Change order change using procedures of 1.2 Change Order Change Table above using desired inventory center item order number and change number.
	3.	Change inventory center item order Change Order Line Number record.
OCHG 4: OCLN	a.	Change order change line using procedures of 2.2 Change Order Change Line Number above.
	4.	Change inventory center item order Order Change Order Accounting Distribution Table record.
OCHG 4: OCAC	a.	Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above.

8.3 Inquire Inventory Center Item Order Changes
Inventory Control Sub-System not in use.

Overview   The AGPS user is provided the capability to inquire inventory center item order changes in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ● Required order number

                      ● Required order change number

                      ● Required change order line number

                      ● Required order change order accounting distribution number

Outputs   ● Display of requested OCHG/OCLN/OCAC Table record(s)

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine inventory center item order change to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active inventory center item order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active inventory center item order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with the order number and change number, must be key to a valid and active contract release change order line record in the OCLN Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active inventory center item order change order accounting distribution line record in the OCAC Table.

                      2.   Inquire inventory center item order Order Change Table record.

OCHG 4: OCHG   a.   Inquire order change using procedures of 1.3 Inquire Order Change Table above using desired inventory center item order number and change number.

                      3.   Inquire inventory center item order Change Order Line Number record.

Cross-Reference   Steps

OCHG 4: OCLN   a.   Inquire order change line using procedures of 2.3 Inquire Order Change
                                            Line Number above.

                            4.   Inquire inventory center item order Order Change Order Accounting Distribution
                                    Table record.

OCHG 4: OCAC   a.   Inquire order change order accounting distribution table record using
                                            procedures of 3.4 Inquire Order Change Order Accounting Distribution
                                            Table above.

9 PROCESS ORDER CANCELLATION (CNX)/LIQUIDATION (LIQ) ORDER CHANGES

9.1 Add CNX Order Changes

Overview   The AGPS user is provided the capability to cancel an order in its entirety with use of OCHG, a Change Type of CNX, and no other record. This process will create required OCAC records automatically. This is accomplished by use of the OCHG screen.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required change type - CNX

Outputs   ●   Updated OCHG/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order to be canceled in its entirety.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

RIP 4: OAMT   **Order Number** must be key to a valid and active order amount record in the OAMT Table.

RIP 4: OQTY   **Order Number** must be key to a valid and active order quantity record in the OQTY Table.

                      2.   Add CNX Order Change Table record.

OCHG 4: OCHG   a.   Add order change using procedures of 1.1 Add Order Change Table above using a change type of **CNX**.

                             NOTE: The status code change of OCHG to a value greater than 401 will result in all required OCAC records being automatically built with a status code of 1 and action code of R to backout existing order accounting distribution (OACG).

Cross-Reference   Steps

NOTE: If the order being cancelled was awarded through the solicitation award process, the successful cancellation of the order will set the solicitation lines to un-award (U) so that the lines can be re-awarded to another vendor. Refer to Section 7, Solicitation Processing, Re-Award Solicitation After Order Cancellation.

9.2 Change CNX Order Changes

Overview   The AGPS user is provided the capability to maintain CNX order changes in the order change database. This is accomplished by use of the OCHG and OCAC screens.

Inputs   ● Required order number

                    ● Required order change number

                    ● Required order change order accounting distribution number and change number

                    ● Required change to order change

                    ● Required change to order change order accounting distribution

Outputs   ● Updated OCHG/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine change to CNX order change requirement(s).

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active order change record in the OCHG Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active order change order accounting distribution line record in the OCAC Table.

                    2.   Change CNX Order Change Table record.

OCHG 4: OCHG   a.   Change order change using procedures of 1.2 Change Order Change Table above using desired CNX order number and change number. The user may change only the status code, whim approval indicator or OCTX text.

                    3.   Change (maintain) CNX Order Change Order Accounting Distribution Table record.

Cross-Reference   Steps

OCHG 4: OCAC   a.   Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above. The user may change only the OCAC status.

9.3 Inquire CNX Order Changes

Overview   The AGPS user is provided the capability to inquire CNX order changes in the order change database. This is accomplished by use of the OCHG and OCAC screens.

Inputs   ● Required order number

                      ● Required order change number

                      ● Required order change order accounting distribution number

Outputs   ● Display of requested OCHG/OCAC Table record(s)

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine CNX order change to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active order change record in the OCHG Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active order change order accounting distribution line record in the OCAC Table.

                      2.   Inquire CNX Order Change Table record.

OCHG 4: OCHG   a.   Inquire order change using procedures of 1.3 Inquire Order Change Table above using desired inventory center item order number and change number.

                      3.   Inquire CNX Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Inquire order change order accounting distribution table record using procedures of 3.4 Inquire Order Change Order Accounting Distribution Table above.

9.4 Add Order Liquidation Table

Overview   The AGPS user is provided the capability to add order liquidation order change header records in AGPS for identifying the order to be liquidated, type of change and amount. This is accomplished by use of the OPLQ screen.

Inputs
- Required order number
- Required change number
- Required OCTX Text

Outputs
- Updated OCHG Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the order to be liquidated and the order change number to be processed. Refer to the Function Overview at the beginning of this Chapter to determine if an OPLQ can be used.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table with a status code of 441 or greater and less than 496.

INST 4: BAAT   User must have access and maintenance authority for referenced order record's requisitioning or purchasing agency in the BAAT Table to process this screen.

2.   Add OPLQ (OCHG) record data in AGPS.

OCHG 4: OPLQ   a.   If the user is not in the OPLQ screen, type **OPLQ** in the Function Line and press RETURN/ENTER.

b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. The data entry fields should be blanked and **ADD** inserted in the Function Line.

c.   Using the TAB key, move to Order Number field and type desired order number.

d.   Using the TAB key, move to Change Order Number field and type desired change order number.

Cross-Reference   Steps

                    e.   Using the TAB key, move to Text Line field and type desired description text. Up to five lines of description (OCTX) text is permitted. One line of text is required.

    3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9.5 Change Order Liquidation Table

Overview   The AGPS user is provided the capability to maintain order liquidation order change header records in AGPS. This is accomplished by use of the OPLQ screen.

Inputs
- Required order number
- Required change number
- Required change to status code

Outputs
- Updated OCHG Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the order liquidation change order to be changed and the order change number to be processed.

OCHG 4: OCHG   **Change Order Number**, combined with the order number, must be key to a valid and active order change record in the OPLQ (OCHG) Table with a status code of 400 or greater and less than 451 and not 496-499.

INST 4: BAAT   User must have access and maintenance authority for referenced order record's requisitioning or purchasing agency in the BAAT Table to process this screen.

2. Change OPLQ (OCHG) record data in AGPS.

OCHG 4: OPLQ   a. If the user is not in the OPLQ screen, type **OPLQ** in the Function Line and press RETURN/ENTER.

                      b. Type **INQUIRE** in the Function Line.

                      c. Using the TAB key, move to Order Number field and type desired order number.

                      d. Using the TAB key, move to Change Order Number field and type desired change order number.

                      e. Press RETURN/ENTER. Requested order change record should be displayed.

Cross-Reference   Steps

3.   Type **CHANGE** in the Function Line.

a.   Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Identifying order change for supervisor review	Type status code = **401**
Identifying order change for buyer review	Type status code = **402**
Identifying order change as ready for further processing	Type status code = **405**
Processing approvals	Type status code = **425**
Encumbering LIQ Document Type	Type status code = **435**
Canceling order change liquidation	Type status code = **496** The only authorized cancellation code allowed for OPLQ is 496. Once encumbered, the change cannot be cancelled.

b.   Using the TAB key, move to Text Line field and type desired description text. Up to five lines of description (OCTX) text is permitted.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9.6 Inquire Order Liquidation Table

Overview   The AGPS user is provided the capability to inquire order liquidation order change header records in AGPS. This is accomplished by use of the OPLQ screen.

Inputs   ● Required order number

                    ● Required change number

Outputs   ● Display of requested OCHG Table record

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine the order liquidation change order to be inquired.

ORDR 4: OCHG   **Change Order Number**, combined with the order number, must be key to a valid and active order change record in the OPLQ (OCHG) Table with a status code of 400 or greater and less than 441 and not 496-499.

INST 4: BAAT   User must have access authority for referenced order record's requisitioning or purchasing agency in the BAAT Table to process this screen.

                    2.   Inquire OPLQ record data in AGPS.

OCHG 4: OPLQ   a.   If the user is not in the OPLQ screen, type **OPLQ** in the Function Line and press RETURN/ENTER.

                         b.   Type **INQUIRE** in the Function Line.

                         c.   Using the TAB key, move to Order Number field and type desired order number.

                         d.   Using the TAB key, move to Change Order Number field and type desired change order number.

                    3.   Press RETURN/ENTER.

                         NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested order change record.

9.7 Process Order Liquidation Text

Overview   The AGPS user is provided the capability to process text relating to a specific order liquidation order change in AGPS. Text may pertain to processing, delivery instruction, packaging, vendor performance, etc. Normally the first five lines of text are added by use of the description text lines of the OPLQ screen and continued by use of the OCTX screen.

Inputs   ● Required order number

                      ● Required order change number

                      ● Required change text

Outputs   ● Update of OCTX Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the order liquidation order change for which text will be added and the text to be entered into change text.

2.   Use OPLQ to enter up to five lines of text in the Description field.

3.   If additional text lines are required, see paragraphs 1.4 through 1.6 above.

10 PROCESS ORDER LINE CANCELLATION (CNL) ORDER CHANGES

10.1 Add CNL Order Changes

Overview   The AGPS user is provided the capability to add Order Line Cancellation order changes for change of an existing order and order line in the order change database. This process will result in the appropriate reduction of accounting distribution being created automatically for the order line identified. This is accomplished by use of the OCHG and OCLN screens.

Inputs
- Required inventory center item order number
- Required order change number
- Required change type - CNL
- Required commodity line changes/information

Outputs
- Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference	Steps
	1. Determine order and order line to be cancelled with CNL change requirement.
COMM 4: COM2	Commodity Number must be key to a valid and active commodity record in the COMM Table.
ORDR 4: ORD4	**Order Number** must be key to a valid and active order record in the ORDR Table.
ORDR 4: OLI4	**Change Line Number**, combined with the order number, must be key to a valid and active order line record in the OLIN Table.
RIP 4: OAMT	**Order Number** must be key to a valid and active order amount record in the OAMT Table.
RIP 4: OQTY	**Order Number combined with Change Line Number** must be key to a valid and active order quantity record in the OQTY Table.
	2. Add CNL Order Change Table record.

Cross-Reference		Steps

OCHG 4: OCHG   a.   Add order change using procedures of 1.1 Add Order Change Table above using a **CNL** change type.

        3.   Add CNL Change Order Line Number record.

OCHG 4: OCLN   a.   Add order change line, for the line being canceled, using procedures of 2.1 Add Order Change Line Number above.

        NOTE: If the order line(s) being cancelled was awarded through the solicitation award process, the successful cancellation of the order line(s) will set the solicitation line(s) to un-award (U) so that the line(s) can be re-awarded to another vendor. Refer to Section 7, Solicitation Processing, Re-Award Solicitation After Order Cancellation.

OCHG 4: OCHG   4.   Process CNL for Approvals.

        a.   Using procedures of 1.2 Change Order Change Table, change status on OCHG to **425** to initiate approvals.

OCHG 4: OCHG   5.   Process CNL for Encumbrance.

        a.   Using procedures of 1.2 Change Order Change Table, change status on OCHG to **435** to encumber change order.

10.2 Change CNL Order Changes

Overview

The AGPS user is provided the capability to change CNL order changes in the order change database. This is accomplished by use of the OCHG, OCLN, and OCAC screens.

Inputs

● Required order number

● Required order change number

● Required change order line number

● Required order change order accounting distribution number and change number

● Required change to order change

● Required change to change order line

● Required change to order change order accounting distribution

Outputs

● Updated OCHG/OCLN/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine change to CNL order change requirement(s).

ORDR 4: ORD4   **Order Number** must be key to a valid and active item order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with the order number and change number, must be key to a valid and active change order line record in the OCLN Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active order change order accounting distribution line record in the OCAC Table.

2. Change CNL Order Change Table record.

Cross-Reference	Steps

OCHG 4: OCHG   a.   Change order change using procedures of 1.2 Change Order Change Table above using desired CNL order number and change number. The user will be able to change status, whim approval and OCTX text.

3.   Change CNL Change Order Line Number record.

OCHG 4: OCLN   a.   Change order change line using procedures of 2.2 Change Order Change Line Number above. **USER CAN ONLY CHANGE STATUS.**

4.   Change CNL Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above. The user will be able to change status code only.

10.3 Inquire CNL Order Changes

Overview   The AGPS user is provided the capability to inquire CNL order changes in the order change database. This is accomplished by use of the OCHG, OCLN and OCAC screens.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required change order line number

                      ●   Required order change order accounting distribution number

Outputs   ●   Display of requested OCHG/OCLN/OCAC Table record(s)

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine CNL order change to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and active order change record in the OCHG Table.

OCHG 4: OCLN   **Change Line Number**, combined with the order number and change number, must be key to a valid and active change order line record in the OCLN Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change number, must be key to a valid and active order change order accounting distribution line record in the OCAC Table.

                      2.   Inquire order Order Change Table record.

OCHG 4: OCHG   a.   Inquire order change using procedures of 1.3 Inquire Order Change Table above using desired order number and change number.

                      3.   Inquire order Change Order Line Number record.

OCHG 4: OCLN   a.   Inquire order change line using procedures of 2.3 Inquire Order Change Line Number above.

Cross-Reference   Steps

              4.   Inquire order Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Inquire order change order accounting distribution table record using procedures of 3.4 Inquire Order Change Order Accounting Distribution Table above.

11 PROCESS ORDER ACCOUNTING DISTRIBUTION SUBSTITUTION (SUB) ORDER CHANGES

11.1 Add SUB Order Changes

Overview   The AGPS user is provided the capability to substitute a new accounting distribution line for an existing accounting distribution line. This is accomplished by use of the OCHG and OCAC screens.

Inputs   ● Required inventory center item order number

                      ● Required order change number

                      ● Required change type - SUB

                      ● Required substitute accounting distribution line record data

Outputs   ● Updated OCHG/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine order to substitute the accounting distribution line for.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

RIP 4: OAMT   **Order Number** must be key to a valid and active order amount record in the OAMT Table.

                      2.   Add SUB Order Change Table record.

OCHG 4: OCHG   a.   Add order change using procedures of 1.1 Add Order Change Table above using a change type of **SUB**.

                      3.   Add Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Add order change order accounting distribution table record using procedures of 3.1 Add Order Change Order Accounting Distribution Table above.

Cross-Reference   Steps

> NOTE: The Accounting Distribution Line number cannot be equal any existing line record, the Change Number will be 00 and the Sub For Line number must be equal a valid line record for that order. The OCAC program will build the required OCAC for reduction of the existing (sub for) accounting line with an action code of R.

11.2 Change SUB Order Changes

Overview   The AGPS user is provided the capability to maintain SUB order changes in the order change
                         database. This is accomplished by use of the OCHG and OCAC screens.

Inputs   •   Required order number

                         •   Required order change number

                         •   Required order change order accounting distribution number and change number

                         •   Required change to order change

                         •   Required change to order change order accounting distribution

Outputs   •   Updated OCHG/OCAC Table

**Completing
The Procedure**

Cross-Reference   Steps

                         1.   Determine change to SUB order change requirement(s).

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and
                         active order change record in the OCHG Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change
                         number, must be key to a valid and active order change order accounting
                         distribution line record in the OCAC Table.

                         2.   Change SUB Order Change Table record.

OCHG 4: OCHG   a.   Change order change using procedures of 1.2 Change Order Change Table
                                          above using desired SUB order number and change number. The user
                                          may change only the status code, whim approval indicator or OCTX text.

                         3.   Change SUB Order Change Order Accounting Distribution Table record.

Cross-Reference	Steps	
OCHG 4: OCAC	a.	Change order change order accounting distribution table record using procedures of 3.2 Change Order Change Order Accounting Distribution Table above.

11.3 Inquire SUB Order Changes

Overview   The AGPS user is provided the capability to inquire SUB order changes in the order change
                      database. This is accomplished by use of the OCHG and OCAC screens.

Inputs   ●   Required order number

                      ●   Required order change number

                      ●   Required order change order accounting distribution number

Outputs   ●   Display of requested OCHG/OCAC Table record(s)

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine SUB order change to be inquired.

ORDR 4: ORD4   **Order Number** must be key to a valid and active order record in the ORDR Table.

OCHG 4: OCHG   **Change Number**, combined with the order number, must be key to a valid and
                               active order change record in the OCHG Table.

OCHG 4: OCAC   **Accounting Distribution Number**, combined with the order number and change
                               number, must be key to a valid and active order change order accounting
                               distribution line record in the OCAC Table.

                      2.   Inquire SUB Order Change Table record.

OCHG 4: OCHG   a.   Inquire order change using procedures of 1.3 Inquire Order Change Table
                                         above using desired inventory center item order number and change
                                         number.

                      3.   Inquire SUB Order Change Order Accounting Distribution Table record.

OCHG 4: OCAC   a.   Inquire order change order accounting distribution table record using
                                         procedures of 3.4 Inquire Order Change Order Accounting Distribution
                                         Table above.

12. PRINT ORDER CHANGES

12.1 How To Print Order Changes

Overview   The AGPS user is provided the capability to identify order changes for printing in AGPS. This is accomplished by use of the OCHG screen.

Inputs   ●   Required order number

                    ●   Required order change number

                    ●   Required status code

Outputs   ●   Updated OCHG Table

                    ●   Printed order change document(s)

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine order changes to be printed.

                    2.   Print order changes in AGPS.

OCHG 4: OCHG   a.   Inquire desired order change header record using the procedures of 1.3 Inquire Order Change Table above.

                                  b.   Change order change status using procedures of 1.2 Change Order Change Table above.

                                    440 - Print order change on-line to remote printer.

                                    450 - Print order change during nightly batch order print if remote printer not available.

                              NOTE: If SDOC LaPAC Post is Y, award information will be updated in LaPAC on INC, DEC, CNL, and CNX document types.

13 INQUIRE ORDER RECORD CHANGES

13.1 Inquire Order Change Database Records

Overview   The AGPS user may have the need to view order change(s) by various key(s) using various inquiry screens providing the requested information in the desired format. The user is provided order change database inquiry screens for viewing order change information.

Inputs   ●   Required inquiry key(s)

                     ●   Required inquiry screen

Outputs   ●   Display of requested order change database records

**Completing
The Procedure**

Cross-Reference   Steps

                     1.   Determine order change information to be inquired and the inquiry screen to be used.

INST 4: BAAT   User must have access authority in the BAAT Table for the purchasing agency records to process this screen(s).

                     2.   Inquire order change records in AGPS.

                               a.   If you are not in the desired screen, type desired inquiry screen identifier in the Function Line and press RETURN/ENTER.

                               b.   Type **INQUIRE** in the Function Line.

                               c.   Using Tab Key, move to required key field(s) and type desired key(s).

                     3.   Press RETURN/ENTER.

                               NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested data.

The following inquiry screens are provided for inquiry of Order Change Database record(s).

OCHG 4: OCCM **OCCM** - Order Change Orders By Commodity Number Table: This inquiry screen is used to inquire a listing of change orders/change order lines by commodity number. Key(s) is commodity number, order number, change number and line number.

OCHG 4: OCL2 **OCL2** - Order Change Line Number Table #2: This inquiry screen is used to inquire a AFS Inventory reject reason codes for an order change line by order number, change number and line number. Key(s) is order number, change number and line number. (U0020)

OCHG 4: OCL3 **OCL3** - Order Change Line Number Table #3: This inquiry screen is used to inquire a AFS Inventory reject reason codes for all order change lines by order number, change number and line number. Key(s) is order number, change number and line number. (UOO20)

OCHG 4: OSTC **OSTC** - Order By Status Code And Change Number: This inquiry screen is used to inquire a listing of change orders by status code. Key(s) is change order status code, order number and order change number.

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